



AMERICAN EMBASSY MONROVIA  
INVITATION TO BID FOR CLEANING SERVICES

MPR0346231

*DEADLINE: March 10, 2023*

The American Embassy in Monrovia has a requirement for a contractor to provide the following:

**SEE ATTACHED SCOPE OF WORK (SOW)**

ITEM #	DESCRIPTION OF TASK	LOCATION	UNIT OF MEASURE	QTY
1	Cleaning Services - SEE SOW	Sam & G 3	EACH	1
2	Cleaning Services - SEE SOW	Mitchell 2	EACH	1
3	Cleaning Services - SEE SOW	Terrace View 1	EACH	1
4	Cleaning Services - SEE SOW	Terrace View 2	EACH	1
5	Cleaning Services - SEE SOW	Terrace View 3	EACH	1
6	Cleaning Services - SEE SOW	Staff #1	EACH	1
7	Cleaning Services - SEE SOW	Staff #2	EACH	1
8	Cleaning Services - SEE SOW	Staff #3	EACH	1
9	Cleaning Services - SEE SOW	Staff #4	EACH	1
10	Cleaning Services - SEE SOW	Staff #5	EACH	1
11	Cleaning Services - SEE SOW	Staff #6	EACH	1
12	Cleaning Services - SEE SOW	Phoenix 1B	EACH	1
13	Cleaning Services - SEE SOW	Sunset 4	EACH	1
14	Cleaning Services - SEE SOW	Sam & G 2	EACH	1
15	Cleaning Services - SEE SOW	Sigma 10	EACH	1
16	Cleaning Services - SEE SOW	Phoenix 7 PH	EACH	1
17	Cleaning Services - SEE SOW	Sigma 6	EACH	1
18	Cleaning Services - SEE SOW	Sam & G 11	EACH	1
19	Cleaning Services - SEE SOW	Mitchell 5	EACH	1
20	Cleaning Services - SEE SOW	Ocean Club 13	EACH	1
21	Cleaning Services - SEE SOW	Sigma 3	EACH	1
22	Cleaning Services - SEE SOW	Sam & G 6	EACH	1
23	Cleaning Services - SEE SOW	ATH5	EACH	1
24	Cleaning Services - SEE SOW	Phoenix 6B	EACH	1
25	Cleaning Services - SEE SOW	Phoenix 4B	EACH	1
26	Cleaning Services - SEE SOW	Wellington 7	EACH	1
27	Cleaning Services - SEE SOW	Sam & G 8	EACH	1
28	Cleaning Services - SEE SOW	Sunset 1	EACH	1
29	Cleaning Services - SEE SOW	Wellington 6	EACH	1
30	Cleaning Services - SEE SOW	ATH4	EACH	1
31	Cleaning Services - SEE SOW	Phoenix 5B	EACH	1
32	Cleaning Services - SEE SOW	Mitchell 6	EACH	1
33	Cleaning Services - SEE SOW	Phoenix 3B	EACH	1

Delivery time

**SEE ATTACHED SCOPE OF WORK**

Additional requirements/specification

**SEE ATTACHED SCOPE OF WORK**

Your firm must make reasonable endeavors to be registered and active in the US Government System for Awards Management ([www.sam.gov](http://www.sam.gov)).

The Embassy intends to award a purchase order to a responsible vendor that submits an acceptable quotation at the lowest price.

The U.S. government is prohibited from entering into a contract with any commercial entity that uses equipment, system, or services produced by: Huawei, ZTE, Hikvision, Dahua, or Hytera, and/or their subsidiaries or affiliates.

**Submission of a completed NDAA certificate is required (see attached – please complete all highlighted sections).**

**Prior Work Experience**

Evidence of providing same or similar services to reputable institutions for a minimum of two years is required.

**Invoicing**

Invoices should be submitted following completion of cleaning each housing unit.

The Embassy's payment term is net-30 days after receipt of all goods or services.

Please send your offer via email to the following addresses on or before *March 10, 2023*.

[hamblett-sloweyn@state.gov](mailto:hamblett-sloweyn@state.gov)

[monroviabids@state.gov](mailto:monroviabids@state.gov)

## **Scope of Work – MPR0346231 CLEANING SERVICES**

### ***Nature/Overview of the Services:***

The US Embassy has a requirement for a contractor to carry out a one-time cleaning service at thirty-three (33) US Government owned and leased Housing Units (see Location below) shortly in advance of new occupancy or following completion of property maintenance and repairs by the US Government.

The general areas of each Housing Unit are to be cleaned once to include all areas of the interior and exterior of each housing unit (see “Required Cleaning Per Housing Unit” section below):

### ***Location:***

The Services are to be performed in the Mamba Point and Sinkor areas of Monrovia, Liberia at the following US Government owned and leased Housing Units:

<b>ITEM #</b>	<b>Assigned Housing Unit</b>	<b>Net Sq. Meters</b>	<b># Beds</b>
1	Sam & G 3	144	3
2	Mitchell 2	130	3
3	Terrace View 1	199	3
4	Terrace View 2	149	3
5	Terrace View 3	151	2
6	Staff #1	100	2
7	Staff #2	100	2
8	Staff #3	100	2
9	Staff #4	100	2
10	Staff #5	100	2
11	Staff #6	100	2
12	Phoenix 1B	151	3
13	Sunset 4	130	3
14	Sam & G 2	144	2
15	Sigma 10	168	4
16	Phoenix 7 PH	200	3
17	Sigma 6	168	4
18	Sam & G 11	149	3
19	Mitchell 5	130	3
20	Ocean Club 13	137	3
21	Sigma 3	146	3
22	Sam & G 6	149	3
23	ATH5	225	4
24	Phoenix 6B	151	3
25	Phoenix 4B	151	3
26	Wellington 7	144	3
27	Sam & G 8	149	3
28	Sunset 1	153	3
29	Wellington 6	144	3
30	ATH4	142	3
31	Phoenix 5B	151	3
32	Mitchell 6	130	3
33	Phoenix 3B	151	3

### ***Planning & Scheduling***

It is anticipated that the program of work will start in June 2023 and take approximately one year to complete, with the busiest periods of activity likely occurring in the months of July-December.

The Embassy will supply to the contractor a monthly and weekly forecast of scheduled activity.

The Embassy will make reasonable endeavors to program specific dates and times one week in advance. *However, multiple factors may have an impact on scheduling, so it is essential that the contractor demonstrates reasonable flexibility and agility to meet the requirements of the Embassy.*

### ***Weekends & Official Holidays***

Cleaning Services are not expected to take place during weekends and official holidays.

### ***Duration Allowed***

On average, three days are allowed to clean each housing unit to meet the quality standards expected.

### ***Quality Assurance***

US Government personnel, along with the contractor, will inspect each residence within three days of completion to ensure that the cleaning performed by the contractor is to a reasonable standard based on the tasks set out in *Required Cleaning Per Housing Unit (2-, 3-, 4-, bedrooms)* below.

### ***Supplies:***

The contractor shall provide all cleaning materials and supplies including trash can liners, paper towels, toilet tissue, liquid soap, disinfecting cleaning products, floor cleaning products, polishes, vacuum cleaners, mops, buckets, ladders, dusting materials, cleaning cloths, etc.

### ***Required Cleaning Per Housing Unit (2-, 3-, 4-, bedrooms):***

#### ***Windows and Slider Doors***

- Wash all windows inside
- Wash all windows outside (ground floor only)
- Vacuum all window-sills
- Clean window track/bottom where window slides back and forth
- Check for streaks and cloudy spots and make sure they are wiped clean

### *Bathrooms*

- Empty all trash from bathroom
- Scrub and wipe clean all sinks, tubs, showers, toilets, faucets and countertops with

### *Disinfecting cleaner*

- Mop floor with disinfecting cleaner
- Clean door handles with disinfecting cleaner
- Wipe down all tiled walls and surfaces
- Wipe down all bathroom fixtures, mirrors, and cabinets to remove fingerprints and spots
- Wash all windows inside
- Wash all windows outside (ground floor only)

### *Kitchen*

#### *Kitchen Cabinets*

- Wipe clean inside and outside of cabinets (high and low), removing all debris and crumbs
- Wipe clean all drawers and shelves, removing all debris and crumbs
- Wipe down kitchen walls with grease cutter where needed
- Clean all countertops with disinfecting cleaner
- Mop floor with disinfecting cleaner

### *Clean all appliances inside and out*

#### *Oven/Range:*

- Pull oven out and away from the wall, thoroughly sweep, mop, and clean floor
- Use grease cutter solvent and oven cleaner where appropriate
- Lift-up stove top clean under and around burners with grease cutter, if applicable
- Wipe top, front and sides of stove, including glass oven door
- Wipe top, front and sides of range-hood with grease cutter solvent – remove air filter and soak in grease cutter, if applicable

#### *Refrigerator/Freezer Combo:*

- Remove any remaining food and liquids and throw in trash
- Clean top, front and sides
- Open doors, clean inside with hot, soapy water, then wipe clean with fresh water
- Clean area around rubber molding to remove any mold, mildew and crumbs

#### *Freezer:*

- Remove any remaining food and liquids and throw in trash
- Clean top, front and sides
- Open doors, clean inside with hot, soapy water, then wipe clean with fresh water
- Clean area around rubber molding to remove any mold, mildew and crumbs

#### *Microwave:*

- Thoroughly clean inside and outside of unit
- Open door, clean inside with hot, soapy water, then wipe clean with fresh water
- Wipe down microwave door inside and out

### *Bedrooms*

- Sweep and mop all floors
- Clean all windows (see “Window and Slider Door” section)
- Dust and clean all furniture (see “Wooden Furniture” and “Soft Furniture” sections)
- Clean and wipe down all built-in cabinets to remove all dirt and dust
- Wipe down cabinet doors to remove fingerprints
- Clean door handles with disinfecting cleaner

### *Fans and Lamps*

- Ceiling fans, glass globes and lamp shades need to be dusted and wiped

### *Wooden Furniture*

- Shelves must be dusted and wiped off
- All sides of the furniture must be dusted
- Headboards and mirror must be dusted
- Mirror glass must be wiped clean and streak-free
- Wipe out all drawers in furniture

### *Soft Furniture*

- Lift and vacuum under all cushions on sofa and chairs
- Clean any spots of dirt on furniture with appropriate fabric or wood cleaner

### *Carpets*

- Use a brush and appropriate rug solvent to remove any dirty spots
- Vacuum all rugs and carpets
- Steam-clean all rugs and carpets using a suitable portable multipurpose cleaner

### *Laundry Room*

- Sweep and mop floor with disinfecting cleaner
- Wipe down washer inside (rim area and drum, if needed) and out
- Clean accumulated soap around edges of washer
- Wipe down dryer inside and out
- Remove lint from dryer filter

### *Outside*

- Sweep and mop all balcony and entryways
- Remove moss, weeds and mildew from porches and terraces
- Wipe down patio furniture

### *Trash Handling*

- Gather all trash, remove from the apartment, and dispose of properly
- Gather all recycling (tin, plastic, glass, cardboard), remove from apartment, and dispose of in the proper recycling container

### ***Supervision***

Contractors will be escorted during all the times of performance of the job.

A valid ID will be requested at the security gate before contractors will be granted access.

The cleaning service shall provide a working supervisor capable of fluently speaking, reading, and writing English.

For security purposes, the vendor shall be required to submit a list of names and addresses of the personnel who will be regularly assigned to the Embassy facilities.

The vendor may not substitute any employee on Embassy property without prior notification to the Embassy. If the vendor needs a substitute employee is to be utilized, they must report it to the Embassy 24-hours in advance.